



**BID NO.: 5571-0/14**

**OPENING: 2:00 P.M.  
Wednesday  
April 17, 2013**

**MIAMI-DADE COUNTY, FLORIDA**

**I N V I T A T I O N  
T O B I D**

**TITLE:  
Grounds Maintenance**

**FOR INFORMATION CONTACT:  
Lina Bonilla, 305-375-2173, [lbouill@miamidade.gov](mailto:lbouill@miamidade.gov)**

**IMPORTANT NOTICE TO BIDDERS:**

- **READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**



**MIAMI-DADE COUNTY, FLORIDA**

**INVITATION TO BID**

**Bid Number: 5571-0/14**

**Bid Title: Grounds Maintenance**

**Procurement Officer: Lina Bonilla, CPPB**

**Bids will be accepted until 2:00 p.m. on Wednesday, April 17, 2013**

**Bids will be publicly opened.** The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

**Instructions:** The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

**All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.**

**NOTICE TO ALL BIDDERS:**

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**Grounds Maintenance**

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/general-terms-and-conditions-itb.pdf>

**SECTION 2**  
**SPECIAL CONDITIONS**

**Grounds Maintenance**

**2.1 PURPOSE**

The purpose of this Invitation to Bid (ITB) is to establish a contract to purchase scheduled grounds maintenance for Miami-Dade County.

**2.2 TERM OF CONTRACT**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Department of Internal Services Department, Procurement Management Services, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the **one-year period**.

**2.3 METHOD OF AWARD**

Award of this contract will be made to the lowest priced responsive, responsible Bidder by group in the aggregate. In order to be considered for award, **Bidders must submit an offer for all items listed within each group**. If a Bidder fails to submit an offer for all items, within the group, its offer for that group may be rejected.

1. Bidders must provide the name of the arborist that will be used under this contract and a copy of International Society of Arboriculture (ISA) license. For more information link to: [www.floridaisa.org/](http://www.floridaisa.org/).
2. Bidders or their approved subcontractor shall hold at a minimum one of the following:
  - a. Plumbing Contractors license issued by the State of Florida Construction Industry Licensing Board
  - b. Plumbing Contractors license issued by the Miami-Dade County Construction Trades Qualifying Board.
  - c. Lawn Sprinkler Contractors license issued by the Miami-Dade County Construction Trades Qualifying Board.

The name of the contractor and a copy of the applicable license shall be included in the Bid Submitter form. For more information link to:

<http://www.miamidade.gov/development/contractors-licensing.asp> and  
<http://library.municode.com/index.aspx?clientId=10620>.

Bidders shall submit all of the specified information, documents and attachments listed above with their bid submittal form as proof of compliance to the requirement of this solicitation. However, the County may, at its sole discretion and in its best interest, allow Bidders to complete, supplement or supply the required documents during the evaluation period.

**2.4 EXAMINATION OF SITES**

Bidders should be thoroughly aware regarding any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required. No additional allowances will be made because of lack of knowledge of these conditions.

**SECTION 2**  
**SPECIAL CONDITIONS**

**Grounds Maintenance**

**2.5 WARRANTY REQUIREMENTS**

A. Deficiencies

Bidders shall correct all deficiencies, listed in the inspection report, before the start of the next service cycle. The deficiencies can only be corrected between **Saturday 7:00 am and ending Mondays at 10:00 am**. Bidders shall notify the County once the deficiencies are corrected in order to inspect the sites. The Bidder shall bear all costs of correcting such rejected work. If the Bidder fails to correct the work within the period specified, the County may, at its discretion, notify the Bidder, that the Bidder is subject to contractual default.

**2.6 CONTACT PERSON**

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Lina Bonilla, at (305) 375-2173 or at [lbonill@miamidade.gov](mailto:lbonill@miamidade.gov).

**2.7 CHANGES**

A. Additional Sites and / or Groups

Although this solicitation and resultant contract identifies specific sites to be serviced, it is hereby agreed and understood that the County may at its option add new sites to the contract. Should the County determine that additional sites need to be added to a group, a quote shall be obtained from the Bidder servicing that group. If the County determines that the price submitted by the Bidder is not competitive, price quotes will be obtained from all the Bidders awarded the contract. If an additional group needs to be added to the contract, price quotes will be obtained from all awarded Bidders.

B. Enhancement

Should a site be enhanced with additional plant material, price quotes will be obtained for the additional maintenance from the Bidder servicing that group. If the price submitted by the Bidder for the enhancement is not competitive, the County shall obtain price quotes from all the awarded Bidders for the entire site including the enhanced portion.

C. Site Modifications

Should a site increase or decrease in size, price quotes shall be obtained for the modification from the Bidder servicing that site. If the price submitted by the Bidder for the modification is not competitive, the County shall obtain price quotes from all the awarded Bidders for the entire site including the modified portion.

D. Deletion

Sites or groups may be deleted when such services are no longer required during the contract period; upon written notice to the Bidder.

**2.8 LABOR, MATERIALS, AND EQUIPMENT**

Bidders shall furnish all labor, material and equipment necessary for satisfactory contract performance. Such materials and equipment shall be of a suitable type, in good conditions

**SECTION 2**  
**SPECIAL CONDITIONS**

**Grounds Maintenance**

and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval by the County user department.

**2.9 COMPLIANCE / REGULATIONS**

**A. Legal Requirement for Pollution Control**

It is the intent of these specifications to comply with the Miami-Dade County Pollution Control Ordinance as stated in Chapter 24 of the Miami-Dade Code. This ordinance is made a part of these specifications by reference and may be obtained, if necessary, by the Bidder through Permitting, Environment and Regulatory Affairs, 33 SW 2nd Ave., Miami, Florida 33130, Telephone (305) 372-6789.

**B. Accident Prevention, Barricades and Safety**

Precautions shall be exercised at all times for the protection of persons and property. All Bidders performing services under this contract shall conform to all relevant OSHA, EPA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible Bidder. Barricades shall be provided by the Bidder when work is performed in areas traversed by persons, or when deemed necessary by the County user department.

Bidder agrees to perform all work in a manner that meets all accepted standards for safe practice, and to safely maintain and operate all the equipment used in the performance of this contract. The County, reserves the right to issue immediate restrain or cease and desist to a Bidder, when unsafe or harmful acts are observed or reported while performing under the contract. Hazardous conditions shall be immediately reported to the County user department.

**2.10 CLEAN UP**

All unusable materials shall be removed from the work site at the end of each workday, and disposed of in an appropriate manner. Upon completion of the work, the Bidder shall thoroughly clean up all areas affected by the work performed.

**2.11 MIAMI-DADE COUNTY LIVING WAGES**

If the total contract value, **per term**, exceeds \$100,000 the provisions of Section 2-8.9 (Living Wages) of the Code of Miami-Dade County (Code) as amended by Ordinance [Governing Legislation], will apply. A copy of this Code Section may be obtained online at [www.miamidade.gov](http://www.miamidade.gov). A copy of the Administrative Order may be obtained online at <http://www.miamidade.gov/aopdfdoc/aopdf/pdf/AO3-30.pdf>.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**Grounds Maintenance**

**3.1 SCOPE OF WORK**

The purpose of this Invitation to Bid (ITB) is to establish a contract to purchase scheduled grounds maintenance for Miami-Dade County.

The scope of work consists of: turf mowing, grass trimming, turf edging, ground cover and hedge trimming, maintenance of potted plants and planters, tree and palm pruning and trimming, weed and vine removal, pest and disease inspection, litter pickup, fertilizing, mulching, and repair of existing irrigation sprinkler damaged by the Bidder.

**3.2 SERVICE CYCLE FREQUENCY**

Service cycles shall be performed during a designated service window starting Saturdays at 7:00 am and ending Mondays at 10:00 am on the **first and third weekend of each month** for a total of 24 service cycles per year. Services for the **Overtown Transit Village will be performed 12 times per year**. This service window is designated with the intent to provide service at times and in a manner that does not conflict with normal and safe operation of the facilities. The County may alter the schedule to accommodate special events, unforeseen activities or due to weather conditions. A variance of this schedule may also be submitted to the County for approval no less than forty-eight hours prior to the schedule day. Cancellations, changes or modifications of any service schedule must be reported in advance to the County for approval prior to it being effective. If not approved, the established County schedule shall prevail.

**3.3 SERVICE CYCLE TASKS**

A. The following tasks shall be performed during each service cycle:

*1. Turf Mowing*

All mower blades shall be sharp enough to cut, rather than tear grass blades. Mowing shall not be performed when the weather would cause damage to turf. All mowers are to be adjusted to the highest acceptable mowing height for the grass being mowed. The height will vary by species. Mowing shall produce an overall smooth appearance without scalping or leaving any uncut grass. Remove all grass clippings, leaves and debris produced by mowing on the same day as mowed; cut grass shall not remain on any site overnight. These clippings should never be swept or blown into streets or directly into storm drains. Mowing shall be performed carefully without "barking" or damaging the trees, palms or shrubs. Mowing shall not intrude into ground cover beds and decorative rock beds, displace mulch and decorative rock or damage the irrigation system, landscape lighting, pavement or any other property.

*2. Grass Trimming*

All grass shall be trimmed immediately following mowing. Trim at same height that grass was mowed. String trimmers shall not be used for weed control in beds or within 12 inches of the base of trees, or palms, hedges, groundcovers or vines or as replacement for edgers. Damage to County plant materials (including their surface roots) other than the target weed is unacceptable. String trimmers may be used around posts and other vertical, non-living landscape elements as required by the County.

*3. Edging*

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**Grounds Maintenance**

After mowing, all turf edges including but not limited to sidewalks, flushed paved surfaces, curbs, drives, patios and decks shall be edged. Shrub beds, flower beds, ground cover beds, hedges and around trees shall be edged with a manual or mechanical edger to a neat vertical line. Rotary nylon "fish line or grass trimmer" cutters are not to be used. Turf will be edged at a minimum of 18-24 inches around all trees that are in lawn areas. Turf will be edged approximately 10 inches out from the drip line of shrubs and hedges.

**4. Weeds and Vine Control**

All areas including lawn, shrub, ground cover beds, potted plants, walkways, curbs, gutters, expansion joint, and fence lines shall be kept free of weeds. Weeds shall be controlled either by hand or chemical method. The County will advise which method is applicable to each area.

The Bidder shall remove all exotic weed trees, with a trunk caliper of up to 4" inches when measured at a height of 4' feet from the ground as described in Chapter 24 of the Miami-Dade County Code. Information may be obtained at <http://library.municode.com/index.aspx?clientId=10620>. Utilize a combination of selective and non-selective pre and post emergent herbicides, per label direction, as required to keep the areas described above free of weeds. When chemicals are used to control weeds, use an approved herbicide that will kill the weed roots (the County shall pre-approve any use of herbicides). For additional information link to: [www.epa.gov/pesticides](http://www.epa.gov/pesticides) and [www.freshfromflorida.com/onestop/aea/registration/html](http://www.freshfromflorida.com/onestop/aea/registration/html).

**5. Leaf Removal**

Remove all leaves including, but not limited to the turf areas, shrub and ground cover beds, mulch beds, brick and rock beds, waterways, all around vehicles as well as between, in front and under vehicles and all paved areas, sidewalks, and, parking areas, curb and gutters, drainage structures, valve covers and utility slabs.

**6. Planters**

Service to plants in planters shall include, disposal of surplus or damaged materials and manual trimming of leaves.

**7. Pest and Disease Inspection**

Bidder shall inspect all plant material **during the service cycle** for presence of pests and diseases and shall report it to the County.

**8. Litter Cleanup and Pick-up**

Bidder is responsible for removing and proper disposal of all collected material resulting from the performance of the work on the same day as the service cycle. Blowers will be allowed for collection of debris and not for dispersion of trash. Debris shall not be blown into the street or storm drains. No stock piling of collected material shall be allowed on County property. The County will not supply an area or facilities for handling, storage or disposal of such. No items shall be permitted to be dumped, stored or disposed on site utilizing County dumpsters. No payment will be made for travel time to and from a site or to the disposal sites, as well as for any tipping fees for disposal.

**9. Irrigation Inspections and Repairs**



**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**Grounds Maintenance**

Irrigation damaged by the Bidder while performing the services shall be repaired at no additional cost to the County.

B. The following services shall be performed as indicated in each description:

1. Shrub, Grass-Like Shrubs, Ground Cover and Hedge Trimming

Shrubs, grass-like shrubs, ground cover and hedge trimming **is to be performed as needed** when determined and scheduled by the County. Some shrubs and ground covers will require hand pruning. The designation of hand pruning shall be at the discretion of the County. Wood chips and ornamental rock shall be considered ground cover.

2. Tree and Palm Pruning and Trimming

All pruning and trimming is to be in proportion to the dimensions of the tree / palm using horticultural sound principles. Pruning and trimming **is to be performed as needed** to maintain the characteristics of the landscape as determined by the County. Tree branches shall be pruned up to 10 feet over walkways and in areas designated by the County. Tree branches shall be pruned up to 15 feet over roadways. Trees too close to building and other structures shall be trimmed so as to not interfere with windows, screening and fences. All pruning shall be done in accordance with the American National Standards Institute Standard Z-133.1 and the ANSI A300 Standards (each in their current form and as they may be updated at any time) as described in Tree Pruning Guidelines published by the International Society of Arborist (ISA). For more information link to: [www.isa-arbor.com/](http://www.isa-arbor.com/).

**3.4 FERTILIZATION**

A. Turf

Fertilize **two (2) times per year** in March and October, or as directed by the County.

B. Shrubs, Ground Cover Flower Beds

Fertilize **three (3) times per year** in late February, June and October, or as directed by the County.

C. Palms

Fertilize **four (4) times per year** in March, June, September and December, or as directed by the County.

**Bidders shall provide a price for these services in the Bidder's submittal form.**

D. Product Approval

Fertilizers shall comply with Florida's Commercial Fertilizer Law, Chapter 576, Florida Statute and Chapter 5E-1, Florida Administrative Code. For more information link to: [www.freshfromflorida.com/onestop/aes/fertilizer.html](http://www.freshfromflorida.com/onestop/aes/fertilizer.html).

Fertilizers shall be applied using the guidelines in Fertilization in the Green Industry Best Management Practices Manual, Chapter 5. For more information link to: <http://fyn.ifas.ufl.edu/pdf/grn-ind-bmp-en-12-2008.pdf>.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**Grounds Maintenance**

Bidder shall submit manufacturer's specification sheet and tags from the bags of fertilizer to the County for approval of product prior to application.

**3.5 MULCHING**

All wood mulch shall be refreshed with a complete new layer of mulch **bi-annually**, unless otherwise directed by the County in writing. All mulch shall be maintained at a minimum depth of two inches. Avoid "volcano mulch". The Bidder shall have a maximum of twenty-one (21) days to complete the task from the start date (Bidders may completed this task anytime Monday – Sunday), unless an extension of time is approved by the County. The Bidder shall maintain mulch rings extending approximately eighteen (18") to sixty (60") inches from the trunk of trees and palms, depending on their size and surface roots. A 3-inch space should be left between the trunks of plants and the mulch. Maintain a strip extending approximately twelve (12") to thirty-six (36") inches, from the outside edge of all hedge, shrub material and ground cover beds apply mulch to a minimum depth of two (2") inches. Do not mulch strips along decorative rock beds. Use red mulch, melaleuca mulch or cypress mulch product certified by the Mulch and Soil Council. For more information link to: [www.mulchandsoilcouncil.org](http://www.mulchandsoilcouncil.org). Evidence of certification shall be provided prior to each application. If mulch is installed improperly, the contractor is responsible for correction, at no additional charge. **Bidders shall provide a price for this service in the Bidder's submittal form.**

**3.6 ADDITIONAL SERVICES**

Additional services shall constitute additional frequency of all tasks covered in Section 3. When additional services are required, the successful Bidder for the affected site shall charge the hourly labor rate per person as submitted in the Bidder's submittal form.

**3.8 INSPECTIONS / REPORT FORM**

At the end of each service cycle, the Bidders shall notify the County that the sites are ready for inspection. All sites shall be inspected within a maximum of forty-eight (48) hours completion of the service cycle. The site inspections shall be documented on the Inspection Report form. The County will provide the form to the awarded Bidder. The form shall be signed by Building Manager or designee and the vendor's representative and shall be **attached the to the invoice**

**3.9 IDENTIFICATION, UNIFORMS AND SECURITY**

All Bidder employees must carry a clearly visible identification badge. This badge shall include the Bidder's company name, the employees name and a current photograph of the employee. All employees must wear a uniform shirt (or tee shirt) clearly displaying the vendor's company name. The awarded Bidder must provide, to the County a copy of each employees background check that will be performing work under this contract. All background checks must be attained from the Miami-Dade Police Department (MDPD). For more information on how to attain the background checks please visit the Central Records Bureau, located within the Fred Taylor Building at the Miami-Dade Police Department (MDPD) located at 9105 NW 25 Street, Doral, Florida.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**Grounds Maintenance**

**3.10 VEHICLES**

Bidder vehicles shall be clearly identified with the company name on both sides and must be legible at minimum of fifty (50') feet away during daylight hours. Magnetic or temporary signs will not be accepted.

**3.11 SIGN-IN**

The Bidder shall sign in and out at the Building Manager's office prior to start of a service cycle, to finish a cycle or to correct any deficiencies.

**SECTION 4**  
**BID SUBMITTAL FORM**

**Submit Bid To:**  
**CLERK OF THE BOARD**  
**Stephen P. Clark Center**  
**111 NW 1<sup>st</sup> Street**  
**17<sup>th</sup> Floor, Suite 202**  
**Miami, Florida 33128-1983**

**OPENING: 2:00 P.M.**  
**Wednesday**  
**April 17, 2013**



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,  
 DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued  
 by: **LB**

ISD/PM

Date Issued:  
**04/03/2013**

This Bid Submittal Consists of  
 Pages **9** through **19**

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

**Title:**  
**Grounds Maintenance**

A Bid Deposit in the amount of **NA** the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **NA** the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

<b>DO NOT WRITE IN THIS SPACE</b>	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: <b>988-36 and 988-52</b>	
Procurement Contracting Officer: <b>Lina Bonilla</b>	

FIRM NAME \_\_\_\_\_

**RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.**

**FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.**

**SECTION 4**  
**BID SUBMITTAL FOR:**  
**Grounds Maintenance**

**FIRM NAME:** \_\_\_\_\_

<b>Group 1</b>			
<b>Item No.</b>	<b>Estimated Quantity For 1 year</b>	<b>Location</b>	<b>Unit Price Cost Per Cycle</b>
1.	24 cycles	<b>Stephen P. Clark Center (SPCC) - 111 NW 1<sup>st</sup> Street</b> - Grounds Maintenance per Section 3.3	\$
1a.	2 cycles	Turf Fertilization per Paragraph 3.4 A	\$
1b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4 B	\$
1c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
1d.	2 cycles	Mulching per Paragraph 3.5	\$
2.	24 cycles	<b>Miami-Dade Government Center Station</b> <b>All areas east of line H at SPCC including second and third level planters</b> Grounds Maintenance per Section 3.3	\$
2a.	2 cycles	Turf Fertilization per Paragraph 3.4 A	\$
2b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4 B	\$
2c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
2d.	2 cycles	Mulching per Paragraph 3.5	\$
3.	24 cycles	<b>VIP Parking Lot - 111 NW 3<sup>rd</sup> Street</b> Grounds Maintenance per Section 3.3	\$
3a.	2 cycles	Turf Fertilization per Paragraph 3.4 A	\$
3b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4 B	\$
3c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
3d.	2 cycles	Mulching per Paragraph 3.5	\$
4.	24 cycles	<b>Daycare Center - 111 NW 3<sup>rd</sup> Street</b> Grounds Maintenance per Section 3.3	\$
4a.	2 cycles	Turf Fertilization per Paragraph 3.4 A	\$
4b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4 B	\$
4c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
4d.	2 cycles	Mulching per Paragraph 3.5	\$
5.	24 cycles	<b>Central Support Facility - 200 N.W. 1<sup>st</sup> Street-</b> Grounds Maintenance per Section 3.3	\$
5a.	2 cycles	Turf Fertilization per Paragraph 3.4 A	\$
5b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4 B	\$
5c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
5d.	2 cycles	Mulching per Paragraph 3.5	\$
6.	80 hours	Additional Services per Paragraph 3.6	\$ Hourly Rate

**SECTION 4**  
**BID SUBMITTAL FOR:**  
**Grounds Maintenance**

**FIRM NAME:** \_\_\_\_\_

Item No.	Estimated Quantity For 1 year	Group 2	Unit Price Cost Per Cycle
		Locations	
1.	24 cycles	<b>Cultural Center - 101 W. Flagler Street</b> Grounds Maintenance per Section 3.3	\$
1a.	2 cycles	Turf Fertilization per Paragraph 3.4 A	\$
1b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4 B	\$
1c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
1d.	2 cycles	Mulching per Paragraph 3.5	\$
2.	24 cycles	<b>Parking Lot No. 7 and Lehman Sculpture Area Adjacent to 101 W. Flagler Street</b> Grounds Maintenance per Section 3.3	\$
2a.	3 cycles	Turf Fertilization per Paragraph 3.4 A	\$
2b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4 B	\$
2c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
2d.	2 cycles	Mulching per Paragraph 3.5	\$
3.	24 cycles	<b>Courthouse - 73 W. Flagler Street</b> Grounds Maintenance per Section 3.3	\$
3a.	2 cycles	Turf Fertilization per Paragraph 3.4 A	\$
3b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4 B	\$
3c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
3d.	2 cycles	Mulching per Paragraph 3.5	\$
4.	24 cycles	<b>Flagler Building - 140 W. Flagler Street</b> Grounds Maintenance per Section 3.3	\$
4a.	2 cycles	Turf Fertilization per Paragraph 3.4 A	\$
4b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4	\$
4c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
4d.	2 cycles	Mulching per Paragraph 3.5	\$
5.	60 hours	Additional Services per Paragraph 3.6	\$ Hourly Rate

**SECTION 4**  
**BID SUBMITTAL FOR:**  
**Grounds Maintenance**

**FIRM NAME:** \_\_\_\_\_

Item No.	Estimated Quantity For 1 year	Group 3	Unit Price Cost Per Cycle
		Locations	
1.	24 cycles	<b>Parking Garage No. 5 - 270 NW 2<sup>nd</sup> Street</b> Grounds Maintenance per Section 3.3	\$
1a.	2 cycles	Turf Fertilization per Paragraph 3.4 A	\$
1b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4 B	\$
1c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
1d.	2 cycles	Mulching per Paragraph 3.5	\$
2.	12 cycles	<b>Overtown Transit Village - 601 NW 1<sup>st</sup> Court / 701 NW 1<sup>st</sup> Court</b> Grounds Maintenance per Section 3.3	\$
2a.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4 B	\$
2b.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
2c.	2 cycles	Mulching per Paragraph 3.5	\$
3.	24 cycles	<b>Parcel B - 400 NE 18<sup>th</sup> Street</b> Grounds Maintenance per Section 3.3	\$
3a.	2 cycles	Turf Fertilization per Paragraph 3.4 A	\$
3b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4	\$
3c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
3d.	2 cycles	Mulching per Paragraph 3.5	\$
4.	24 cycles	<b>Victims Assistance Center - 2400 South Dixie Highway</b> - Grounds Maintenance per Section 3.3	\$
4a.	2 cycles	Turf Fertilization per Paragraph 3.4 A	\$
4b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4 B	\$
4c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
4d.	2 cycles	Mulching per Paragraph 3.5	\$
5.	24 cycles	<b>Coral Gables Branch Court - 3100 Ponce De Leon Boulevard</b> - Grounds Maintenance per Section 3.3	\$
5a.	2 cycles	Turf Fertilization per Paragraph 3.4 A	\$
5b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4 B	\$
5c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
5d.	2 cycles	Mulching per Paragraph 3.5	\$
6.	90 hours	Additional Services per Paragraph 3.6	\$ Hourly Rate

**SECTION 4**  
**BID SUBMITTAL FOR:**  
**Grounds Maintenance**

**FIRM NAME:** \_\_\_\_\_

Item No.	Estimated Quantity For 1 year	Group 4	Unit Price Cost Per Cycle
		Locations	
1.	24 cycles	<b>Lightspeed Building - 11500 NW 25<sup>th</sup> Street</b> Grounds Maintenance per Section 3.3	\$
1a.	2 cycles	Turf Fertilization per Paragraph 3.4 A	\$
1b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4 B	\$
1c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
1d.	2 cycles	Mulching per Paragraph 3.5	\$
2.	24 cycles	<b>Empty Lot Adjacent to Lightspeed Building 11500 NW 25<sup>th</sup> Street</b> Grounds Maintenance per Section 3.3	\$
2a.	2 cycles	Turf Fertilization per Paragraph 3.4 A	\$
2b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4 B	\$
2c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
2d.	2 cycles	Mulching per Paragraph 3.5	\$
3.	24 cycles	<b>Landmark Site - 20600 NW 47<sup>th</sup> Avenue</b> Grounds Maintenance per Section 3.3	\$
3a.	2 cycles	Turf Fertilization per Paragraph 3.4 A	\$
3b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4 B	\$
3c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
3d.	2 cycles	Mulching per Paragraph 3.5	\$
4.	24 cycles	<b>Mobile Home Park that abuts the Landmark Site – 20600 NW 47<sup>th</sup> Avenue</b> Grounds Maintenance per Section 3.3	\$
5.	60 hours	Additional Services per Paragraph 3.6	\$ Hourly Rate



**SECTION 4**  
**BID SUBMITTAL FOR:**  
**Grounds Maintenance**

**FIRM NAME:** \_\_\_\_\_

<b>Group 5</b>			
<b>Item No.</b>	<b>Estimated Quantity For 1 year</b>	<b>Locations</b>	<b>Unit Price Cost Per Cycle</b>
1.	24 cycles	<b>Records Center - 9350 NW 12<sup>th</sup> Street</b> Grounds Maintenance per Paragraph 3.3	\$
1a.	2 cycles	Turf Fertilization per Paragraph 3.4 A	\$
1b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4 B	\$
1c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
1d.	2 cycles	Mulching per Paragraph 3.5	\$
2.	24 cycles	<b>Elections Department - 2700 NW 87<sup>th</sup> Avenue</b> Grounds Maintenance per Paragraph 3.3	\$
2a.	2 cycles	Turf Fertilization per Paragraph 3.4 A	\$
2b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4 B	\$
2c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
2d.	2 cycles	Mulching per Paragraph 3.5	\$
3.	24 cycles	<b>Materials Management - 2225 NW 72<sup>nd</sup> Avenue</b> Grounds Maintenance per Paragraph 3.3	\$
3a.	2 cycles	Turf Fertilization per Paragraph 3.4 A	\$
3b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4 B	\$
3c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
3d.	2 cycles	Mulching per Paragraph 3.5	\$
4.	24 cycles	<b>Hialeah Branch – 11 East 6<sup>th</sup> Street</b> Grounds Maintenance per Paragraph 3.3	\$
4a.	2 cycles	Turf Fertilization per Paragraph 3.4 A	\$
4b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4 B	\$
4c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
4d.	2 cycles	Mulching per Paragraph 3.5	\$
5.	60 hours	Additional Services per Paragraph 3.6	\$ Hourly Rate

**SECTION 4**  
**BID SUBMITTAL FOR:**  
**Grounds Maintenance**

**FIRM NAME:** \_\_\_\_\_

<b>Group 6</b>			
<b>Item No.</b>	<b>Estimated Quantity For 1 years</b>	<b>Locations</b>	<b>Unit Price Cost Per Cycle</b>
1.	24 cycles	<b>South Dade Government Center - 10710 SW 211<sup>th</sup> Street</b> Grounds Maintenance per Paragraph 3.3	\$
1a.	2 cycles	Turf Fertilization per Paragraph 3.4 A	\$
1b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4 B	\$
1c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
1d.	2 cycles	Mulching per Paragraph 3.5	\$
2.	24 cycles	<b>Cooperative Extension - 18710 SW 288<sup>th</sup> Street</b> Grounds Maintenance per Paragraph 3.3	\$
2a.	2 cycles	Turf Fertilization per Paragraph 3.4 A	\$
2b.	3 cycles	Shrubs, Ground Cover and Flower Bed Fertilization per Paragraph 3.4 B	\$
2c.	4 cycles	Palms Fertilization per Paragraph 3.4 C	\$
2d.	2 cycles	Mulching per Paragraph 3.5	\$
3.	70 hours	Additional Services per Paragraph 3.6	\$ Hourly Rate

**SECTION 4**  
**BID SUBMITTAL FOR:**  
**Grounds Maintenance**

**FIRM NAME:** \_\_\_\_\_

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Bidders shall provide the following for informational purpose:

Company name _____	Contact person _____
Office location _____	Office # _____
e-mail address _____	Fax # _____
Supervisor _____	Emergency _____
Name _____	contact # _____

Qualification Criteria	
Section 2 Arborist Information	Arborist Name: _____ Certification # _____  <b>Attached a copy of applicable certification</b>

Section 2 Lawn Sprinkler / Plumbing Contractor Information	Contractor Name: _____ License # _____ Contractor Name: _____ License # _____  <b>Attached a copy of applicable licenses</b>
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SECTION 4  
BID SUBMITTAL FOR:  
Grounds Maintenance

ACKNOWLEDGEMENT OF ADDENDA

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**INSTRUCTIONS:** COMPLETE PART I OR PART II, WHICHEVER APPLIES

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**PART I:**

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION  
WITH THIS BID

Addendum #1, Dated \_\_\_\_\_

Addendum #2, Dated \_\_\_\_\_

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

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**PART II:**

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

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**FIRM NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TITLE OF OFFICER:** \_\_\_\_\_

**Bid Title:** Grounds Maintenance

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying **regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder.** Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

☐ Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: \_\_\_\_\_. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

☐ Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.

**LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:** For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

☐ Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is \_\_\_\_\_.

**LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION:** A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to

**BID SUBMITTAL FORM**

bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

☐ Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

**COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program**

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

- A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

- B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

Firm Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ FEIN No. \_\_\_\_ - \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Prompt Payment Terms: \_\_\_\_% \_\_\_\_ days net \_\_\_\_ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: \_\_\_\_\_ (Signature of authorized agent)

**\*"By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract."**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.**



# **APPENDIX**

## **AFFIDAVITS** **FORMAL BIDS**



Miami-Dade County  
Internal Services Department  
Procurement Management Division  
**Affirmation of Vendor Affidavits**

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

**Federal Employer**  
Contract No. : \_\_\_\_\_ Identification Number (FEIN): \_\_\_\_\_

Contract Title: \_\_\_\_\_

**Affidavits and Legislation/ Governing Body**

1. <b>Miami-Dade County Ownership Disclosure</b> Sec. 2-8.1 of the County Code	6. <b>Miami-Dade County Vendor Obligation to County</b> Section 2-8.1 of the County Code
2. <b>Miami-Dade County Employment Disclosure</b> County Ordinance No. 90-133, amending Section 2-8-1(d)(2) of the County Code	7. <b>Miami-Dade County Code of Business Ethics</b> Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3. <b>Miami-Dade County Employment Drug-free Workplace Certification</b> Section 2-8.1.2(b) of the County Code	8. <b>Miami-Dade County Family Leave</b> Article V of Chapter 11 of the County Code
4. <b>Miami-Dade County Disability Non-Discrimination</b> Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95	9. <b>Miami-Dade County Living Wage</b> Section 2-8.9 of the County Code
5. <b>Miami-Dade County Debarment Disclosure</b> Section 10.38 of the County Code	10. <b>Miami-Dade County Domestic Leave and Reporting</b> Article 8, Section 11A-60 11A-67 of the County Code

\_\_\_\_\_  
Printed Name of Affiant      Printed Title of Affiant      Signature of Affiant

\_\_\_\_\_  
Name of Firm      Date

\_\_\_\_\_  
Address of Firm      State      Zip Code

**Notary Public Information**

Notary Public – State of \_\_\_\_\_ County of \_\_\_\_\_

**Subscribed and sworn to** (or affirmed) before me this \_\_\_\_\_ day of, \_\_\_\_\_ 20 \_\_\_\_\_

by \_\_\_\_\_ He or she is personally known to me ☐ or has produced identification ☐

Type of identification produced \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public      Serial Number

\_\_\_\_\_  
Print or Stamp of Notary Public      Expiration Date      Notary Public Seal



**In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature

Date \_\_\_\_\_

**SUBCONTRACTOR/SUPPLIER LISTING**  
**(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)**

Firm Name of Prime Contractor/Respondent \_\_\_\_\_ FEIN # \_\_\_\_\_  
 Project/Contract Number \_\_\_\_\_

In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all bidders/respondents on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders/respondents on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The bidder/respondent who is awarded this bid/contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The bidder/respondent should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the successful bidder demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the successful bidder shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.  
 (Please duplicate this form if additional space is needed.)

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			Gender		Race/Ethnicity						Gender		Race/Ethnicity						
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	
Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/Materials/ Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			Gender		Race/Ethnicity						Gender		Race/Ethnicity						
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	

☐ Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to Contracting/User department or on-line to the Small Business Development Division of the Regulatory and Economic Resources Department at <http://new.miamidade.gov/business/business-development.asp>.

I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.

Signature of Bidder/Respondent \_\_\_\_\_

Print Name \_\_\_\_\_

Print Title \_\_\_\_\_

Date \_\_\_\_\_